

Electronic Prior Authorization (ePA) of Medications:

FINAL REVIEW

- 1. Formulary review occurs when the patient's chart is opened**
- 2. Option for ePA appears when prescribing a medication (on the Prescribe Medication dialog)**
 - Located above the navigation buttons in the lower right corner
 - Option to override and request ePA is available even if medication does not initially show as being ePA required
 - ePA requirements are based on several factors including medication strength, patient information and insurance requirements
- 3. Script destination will be set to "On Hold"**
- 4. Script status will be "ePA Pending" while waiting on a response**
 - The medication on the patient's Facesheet will be gray
 - You will receive a To Do List notification regarding this status change
- 5. Script status will change to "EPA Action Required" (when a response is received)**
 - The medication on the patient's Facesheet will be orange
 - You will receive a To Do List notification regarding this status change
 - The action could be answering supporting questions or acknowledging the Pharmacy Benefit Manager's (PBM) response
- 6. Receive an approval response from the PBM**
 - If you receive a denial, you will have the option to Appeal it
- 7. Submit script (e-prescribe or print) to pharmacy**
 - From the Facesheet, right-click on the medication and select **Queue for E-Prescribe** or **Queue for Printing**, then right-click again and select either **Send E-Prescriptions** or **Print Prescriptions**.
 - This step must be completed in order for a script to be sent. The ePA process does not automatically submit prescriptions to the pharmacy or patient.